



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

TRAFFIC SIGNAL COORDINATOR

Class No. 006160

■ CLASSIFICATION PURPOSE

Under general direction, to coordinate and participate in the installation, maintenance, and operation of highly complex traffic signal equipment and accompanying software; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Traffic Signal Coordinator is responsible for all phases and activities surrounding the installation, maintenance, and operation of County traffic signals and related equipment and software. This class is distinguished from the Engineering Technician series in that the latter is responsible for designing and drafting various types of construction and engineering projects whereas the former does not assume design and drafting functions and is limited in scope to traffic signal projects. Further, the Traffic Signal Coordinator differs from the Civil Engineer class in that the latter requires registration by the State of California as a professional engineer.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Coordinates and participates in the installation, maintenance, repair, and operation of all portions of County operated traffic signal systems.
2. Assesses need for traffic signal placement by conducting traffic flow analysis.
3. Ensures optimization of traffic signal timing.
4. Troubleshoots traffic signal problems and/or notifies vendor responsible for maintenance and service.
5. Identifies projects and services most appropriate for contract work.
6. Determines construction project parameters involving right of way, construction materials, cost estimates, and required signal timing.
7. Reviews designs and plans for traffic signal construction to ensure compliance with County, State, and Federal regulations.
8. Oversees maintenance and construction contracts regarding the installation and operation of traffic signals, warning flashers, and school crossing flashers.
9. Assists in budget allocation for contracts.
10. Inspects contractor work.
11. Coordinates the maintenance of shared signalized intersections with outside public agencies.
12. Maintains current inventory for spare and new construction materials, traffic signal poles, mast arms, 170 cabinets, and related signal parts.
13. Provides expert testimony regarding traffic signal operation and status; and may supervise subordinate personnel.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Traffic signal timing software (such as Quickload and Quicknet).
- Traffic signal controller systems and components.
- Vehicle and emergency vehicle detection and preempt systems.
- Vehicle stopping requirements and driver expectations.
- Electrical circuit design.
- Traffic signal phasing, timing and design.
- Detector design.
- National Electrical Code and National Electrical Safety code.
- Electro-mechanical controllers.
- County customer service objectives and strategies.

Skills and Abilities to:

- Read and interpret traffic signal wiring diagrams.
- Troubleshoot electrical circuit design, traffic signal controllers, and related components
- Program traffic signal controller systems and inspect traffic signals.
- Conduct traffic flow analysis.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Five (5) years of journey-level experience in installing, maintaining, and operating traffic signals and related equipment; AND, possession of IMSA Traffic Signal Technician Level II Certification.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

IMSA Traffic Signal Technician Level II Certification.

Working Conditions

Subject to weekend work and emergency call back.
Exposure to exhaust fumes, heavy equipment, and traffic.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Revised: March 7, 2001
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